

**Example - Navy Recruiting Districts - Example
Managers' Internal Control Program Report**

COMNAVCRUITCOMINST 5200.1

**NRD Best Recruit
Risk Assessment Summary**

Upon receipt of each NAVCRUITDIST Command Inspection Summary Results report from N71 National Inspection Team, this document will be completed by 00IG4 and attached as FMFIA supporting documentation .

NRD Functional Categories	NRD Internal Controls - Inspection Checklist	Based on Trends RiskType and Level <small>Note: Unsatisfactory results of AMCR dispose inherent risk to "High" risk levels until revisited and reported "Satisfactory".</small>			Risk Assessment Table S - Completed/Satisfactory, U-Unsatisfactory, N - Not Completed		
		Inherent	Control	Combined	Calendar Year 01 JUL 08 - 30 JUN 09 AMCR Revisit	Comments from NIT or Risk Assessments	
NIT Overall Grade					(NIT- 2/09) - S		Field results indicate work needs to be done to correct deficiencies in the field. POA&Ms for corrections.
Executive Officer/Command Trainer	Enclosure (XX)	Moderate	Low	Moderate	(NIT- 2/09) - S		CO/XO/CMC team work very well. Expect even more improvement in the field with the POA&Ms for the corrections in the field.
Command Master Chief (CMC)	Enclosure (5)	Low	Low	Low		Will be completed at a later date.	
Public Affairs (PAO)	Enclosure (6)	Low	Low	Low	(NIT- 2/09) - S		
Administrative (CA)	Enclosure (7)	Low	Low	Low	(NIT- 2/09) - S		
LEADS	Enclosure (10)	High	Low	High	(NIT- 2/09) - U	NIT Revisit scheduled 5/09	
Logistics Support (LSO)	Enclosure (11)	Low	Low	Low	(NIT- 2/09) - S		
Officer Programs (OPO)	Enclosure (11)	Low	Low	Low	(NIT- 2/09) - S		Leads the Region "ABC" in Active Duty OCS/OIS production at 89% of goal; 2nd in reserve production at 51% (142.5 for a goal of 282) They are set to meet their diversity targets and should attain all goals with the exception of Chaplain DA, Dentist HSCP/HPSP, NCP and possibly CEC. The two biggest areas that require improvement are a more aggressive approach to prospecting and developing COIs at all colleges and universities., and more coordination with the LEADS department to identify their market and generate additional LEADS. Corrective actions: plan formulated to implement monthly production/training meetings.
Enlisted Processing (EPO)	Enclosure (12)	High	Low	High	(NIT- 2/09) - U	NIT Revisit scheduled 5/09	Administratively, the department is well run from the headquarters level, both EPO and CR need to be much more proactive in ensuring systems implementation throughout the district. Overall field results were unsatisfactory, however, Zone Supervisors and RINCs were very receptive and eager for the training provided by the N7 team. As a result of the great attitude in the field, the N7 team was able to conduct over 138 hours of training after inspections were complete.
Chief Recruiter	Enclosure (12)	High	Low	High	(NIT- 2/09) - U	NIT Revisit scheduled 5/09	
Command Readiness Program	Enclosure (4)	Low	Low	Low	(NIT- 2/09) - S		
Command Managed Equal Opportunity (CMEO)	Enclosure (3)	Low	Low	Low	(NIT- 2/09) - S		Command Climate Surveys: District possesses a fair degree of morale, with the main dis-satisfier being long working hours. Personnel felt the CO was genuinely concerned for the sailors and was instrumental in the improvement of their overall quality of life.

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		Inherent	Control	Combined	Calendar Year 01 JUL 08 - 30 JUN 09 AMCR Revisit		Comments from NIT or Risk Assessments	
Nuclear Field Recruiting	Enclosure (16)	Low	Low	Low	(NIT- 2/09) - S			
Zone Supervisor (see below)	Enclosure (XX)	Moderate	Low	Moderate	(NIT- 2/09) - S		Zone Supervisors (Zone Sups) 10 of 10 zone sups were inspected. Five of 8 active zones sups were unsatisfactory (4 of 5 Unsat were within 1 item of being Satisfactory). Two of 2 Reserve Zone sups were satisfactory.	
Budget Analyst	Enclosure (12)	Low	Low	Low	(NIT- 2/09) - S			
NSW/NSO/AIRR Program	Enclosure (18)	Low	Low	Low	(NIT- 2/09) - S			
Special Interest Items	Enclosure (2)	Low	Low	Low	(NIT- 2/09) - S			
Navy Recruiting Processing Stations Summary:								
NRPS Best Recruit Station #1		Moderate	Low	Moderate	(NIT- 2/09) - S			
SUMMARY:								
Active Stations:		Until the stations are revisited and at a minimum of 50% of results have been reported as "Satisfactory", risk level will be indicated as "High".			(NIT- 2/09) - 8 Satisfactory, 10 Unsatisfactory	NIT Revisit scheduled 5/09	Active Stations: 18 of 36 stations were inspected.	
Reserve stations:		A minimum of 50% of results have been reported as "Satisfactory", risk level will be indicated as "Moderate".			(NIT- 2/09) - 4 Satisfactory, 2 Unsatisfactory	NIT Revisit scheduled 5/09	Reserve stations: 6 of 9 stations inspected.	
Production Areas:		See "Comments".			(NIT- 2/09) - S		FYTD performance: Active NCO (105%) Active Accessions (105%) NAT NCO (102%) NAT Accessions (79%) and Prior Service (121%) ; making most of their sub-goals. Need immediate round turn on EOD/Diver programs to improve their performance.	